



CITY OF JUNCTION CITY

680 Greenwood

P.O. Box 250

Junction City, OR 97448

Phone: 541-998-2153

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INSTRUCTIONS FOR EXTRATERRITORIAL EXTENSION SERVICE CONNECTION

Please review the following steps and attached checklist of the items needed to file an application with the City. You may also contact the Junction City Planning Department for more information.

A pre-application meeting is encouraged before submitting an extraterritorial extension application. You may schedule this meeting with the Junction City Planning Department.

Step 1. Confirm that property is eligible.

Form 1 provides a decision-tree that steps you through the eligibility requirements for extraterritorial extensions. Please review this checklist and confirm that you are eligible to apply.

Step 2. General Land Use Application

The City has a general land use application that must be completed and submitted with any type of land use application (refer to Form 2).

Step 3. Filing Fee

An initial deposit, called a filing fee, is required for an application to be processed. See separate filing fee schedule for costs. Checks are payable to the City of Junction City.

Step 4. Property List

List of all tax lots proposed to be served, including street addresses and property owner names. The attached *Form 3* is to be used for this purpose.

Step 5. Legal Description

A metes and bounds legal description of the territory to be annexed or withdrawn must be submitted electronically in Microsoft Word or a compatible software program. A legal description shall consist of a series of courses in which the first course shall start at a point of beginning. Each course shall be identified by bearings and distances and, when available, refer to deed lines, deed corners and other monuments. A lot, block and subdivision description may be substituted for the metes and bounds description if the area is platted. Your legal description is likely included in materials from when you purchased the property.

Step 6. Consent to Annex Form

Have all property owners sign the consent to annex form for the property or properties proposed to be served (Form 4).

Step 7. Extraterritorial service contract

Form 5 (attached) provides the extraterritorial service contract that should be completed. Form 6 (attached) provides the nonremonstrance agreement for future local improvement districts as required under JCMC 17.165.190(E).

Step 10. ORS 197.352 (Ballot Measure 49) Waiver Form

Complete the attached waiver (Form 7). The waiver should be signed by each owner within the proposed annexation area.

Step 11. Public/Private Utility Plan

A plan describing how the proposed annexation area can be served by key facilities and services must be provided with the Annexation Agreement. Planning and public works staff will work with the applicant to complete the Annexation Agreement.

Step 12. Written Narrative Addressing Consistency with the Criteria

All annexation requests must be accompanied with a narrative providing an explanation and justification of response with the criteria stated on the application (also stated below). The annexation agreement does not need to be signed until the final City Council annexation public hearing. Once approved and signed, the applicant must record the Annexation Agreement prior to the provision of city services and/or further development.

1. The affected territory proposed to be annexed is within the City's urban growth boundary; and is contiguous to the City limits or separated from the City only by a public right-of-way or a stream, lake, or other body of water.
2. The proposed annexation is consistent with applicable policies in the City of Junction City Comprehensive Plan and in any applicable refinement plans.
3. The proposed annexation will result in a boundary in which key services can be provided.
4. A signed Annexation Agreement to resolve fiscal impacts upon the City caused by the proposed annexation shall be provided. The Annexation Agreement shall address, at a minimum, connection to and extension of public facilities and services. Connection to public facilities and services shall be at the discretion of the City, unless otherwise required by ORS. Where public facilities and services are available and can be extended, the applicant shall be required to do so.

SUBMIT COMPLETED APPLICATION TO:

City of Junction City
City Hall – 680 Greenwood Street
P.O. Box 250
Junction City, Oregon 97448